

**The Department of Social Services  
Job Opportunity  
Social Services Investigations Supervisor**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Posting Date: August 15, 2006**

**Closing Date: August 29, 2006**

The Department of Social Services is currently recruiting to fill one (1) Social Services Investigations Supervisor position to be assigned within the Division of Fraud & Recoveries in our Hartford Central Office.

**Open To:** State Employees

**Position:** Social Services Investigations Supervisor  
Position No. 33526

**Bargaining Unit:** Social and Human Services (P-2)

**Salary Range:** \$53,628.00 - \$68,321.00 (SH-23)

**Location:** 25 Sigourney Street, Hartford, CT

**PURPOSE OF CLASS:** In the Department of Social Services this class is accountable for supervising a unit engaged in performing investigations relevant to child support obligations and their enforcement or financial status of individuals receiving public assistance.

**SUPERVISION RECEIVED:** Receives general direction from a Program Supervisor or other employee of higher grade.

**SUPERVISION EXERCISED:** Supervises lead Social Services Investigators, Social Services Investigators and other staff as assigned.

**EXAMPLES OF DUTIES:** Schedules, assigns, oversees and reviews the work of staff; provides staff training and assistance including identifying, planning and implementing training; conducts performance evaluations; determines priorities and plans unit work; establishes and maintains unit procedures; develops or makes recommendations on development of policies and standards; acts as liaison with other operating units, cooperating agencies and outside officials regarding unit policies and procedures; prepares reports and correspondence; consults with and directs staff in difficult, unusual and/or complex case resolution; monitors and coordinates performance of local cooperative agencies; implements personnel policies and procedures; prepares unit corrective action plans to comply with quality review procedures; participates in court proceedings when necessary; performs related duties as required.

**MINIMUM QUALIFICATIONS REQUIRED**

**KNOWLEDGE, SKILL AND ABILITY:** Considerable knowledge of and ability to interpret and apply relevant agency policies and procedures; considerable knowledge of and ability to interpret and apply relevant State and Federal laws, statutes and regulations; considerable knowledge of investigatory methods and techniques; considerable knowledge of Eligibility Management or Connecticut Child Support Enforcement System; considerable knowledge of property ownership, personal finances, paternity and child support issues; considerable knowledge of court procedures and related legal instruments; knowledge of personnel policies; considerable interpersonal skills; considerable oral and written communication skills; supervisory ability.

**Social Services Investigations Supervisor**

**EXPERIENCE AND TRAINING:**

**General Experience:** Seven (7) years' experience in the investigation of real and personal assets.

**Special Experience:** One (1) year of the General Experience must have been at the level of Social Services Lead Investigator in the relevant specialty\*.

**Note:** \*Specialty means Child Support or Resources/Client Fraud Programs.

**Substitution Allowed:**

- 1) College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one half (1/2) year of experience to a maximum of four (4) years for a Bachelor's Degree.
- 2) A Master's Degree in a closely related area may be substituted for one (1) additional year of the General Experience.
- 3) One (1) year as a Social Services Lead Investigator in the relevant specialty\* may be substituted for the General and Special Experience.

**SPECIAL REQUIREMENT:** Incumbents in this class may be required to travel.

**Note:** Applications will be accepted from candidates who have taken the Social Services Investigations Supervisor Exam No. 060560 and received a passing score or from state employees who have attained permanent status in the class. This position may be filled by candidates from mandatory Re-employment and Sebac Lists to whom we are obligated to give priority consideration.

**APPLICATION PROCEDURE:** Candidates should complete an "original" State of Connecticut Application for Examination or Employment (PLD-1). The PLD-1 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services website at: [www.das.state.ct.us/exam/default.asp#APPLICATION\\_FORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS). Please forward your completed original State of Connecticut Application (PLD -1) to:

**Flora Alling, Personnel Officer  
Department of Social Services  
25 Sigourney Street – 12<sup>th</sup> Floor  
Hartford, CT 06106**

**APPLICATIONS MUST BE RECEIVED ON OR BEFORE AUGUST 29, 2006 Close of Business**

**An Equal Opportunity / Affirmative Action Employer**